

Kerala Gazette No. 35 dated 2nd September 2014.

PART I



GOVERNMENT OF KERALA

Abstract

**HIGHER EDUCATION—KERALA BOOKS AND PUBLICATIONS SOCIETY—APPROVAL AND
SANCTION FOR PUBLICATION OF KERALA BOOKS AND PUBLICATIONS SOCIETY
EMPLOYEES CONTRIBUTORY PENSION AND GENERAL PROVIDENT
FUND REGULATIONS 2014—ORDERS ISSUED**

HIGHER EDUCATION (H) DEPARTMENT

G. O. (P) No. 588/2014/H.Edn. Dated, Thiruvananthapuram, 23rd July 2014.

Read—1. G. O. (Ms.) No. 66/2011/H.Edn. dated 18-5-2011.

2. G. O. (Ms.) No. 194/2013/H.Edn. dated 18-5-2013.

3. Letter No. P&A2/689/2013/3857 dated 14-8-2013 from the
Managing Director, Kerala Books and Publications Society.

ORDER

As per the Government Order read as 2nd paper above sanction was accorded for implementing a self sustainable and financially viable pension scheme without any liability to Government to those regular employees of Kerala Books and Publications Society as on 1-4-2011 subject to certain conditions prescribed in the said Order.

2. As per the letter read as 3rd paper above the Managing Director, Kerala Books and Publications Society has forwarded the draft rules and regulations for the Employees Contributory Pension and Provident Fund for the approval of the Government.

3. Government have examined the matter in detail and are pleased to accord sanction for publishing the Kerala Books and Publications Society Employees Contributory Pension and General Provident Fund Regulations 2014. The regulations for the Kerala Books and Publications Society Employees Contributory Pension and Provident Fund as approved by Government are appended to this order.

By order of the Governor,

DR. RAJU NARAYANA SWAMY,
Secretary to Government.

To

The Managing Director, Kerala Books and Publications Society,
Kakkanad P. O., Kochi.

The Principal Accountant General (Audit), Kerala, Thiruvananthapuram.

The Accountant General (A&E) Kerala, Thiruvananthapuram.

The Finance Department (vide No.78423/PUC2/13/Fin. dated 12-11-2013).

The Law Department (vide No.11539/Leg.G2/14/Law dated 5-6-2014).

Stock File/Office Copy.

THE KERALA BOOKS AND PUBLICATIONS SOCIETY

[Registered under the Travancore-Cochin Literary, Scientific and Charitable
Societies Registration Act, 1955 (Act 12 of 1955)]

NOTIFICATION

No. P&A2-689/2014/3411. *Dated, Ernakulam* 14th August 2014
29th Karkadakam 1189.

WHEREAS, clauses (g) and (r) of the sub-rule (13) of rule 10 of the Rules and Regulations of Kerala Books and Publications Society, 1976, read with Article III (4) (xviii) of the Memorandum of Association of the said society empowers the Governing Body of the Society to provide by regulations for the pay, dearness allowance, provident fund, leave and pensionary contribution etc. of the paid employees of the Society;

AND WHEREAS, the Government as per G. O. (Ms.) No. 66/11/H.Edn. dated 18-5-2011 accorded sanction for introducing a contributory pension scheme and vide G. O. (Ms.) No. 194/13/H.Edn. dated 18-5-2013, accorded sanction for the implementation of the pension scheme to the regular employees of the Kerala Books and Publications Society;

NOW, THEREFORE, in exercise of the powers conferred by clauses (g) and (r) of sub-rule (13) of rule 10 of the Rules and Regulations of the Kerala Books and Publications Society, 1976, read with Article III (4) (xviii) of the Memorandum of Association and with the prior approval of the Government as per G.O.(P) No.588/2014/H.Edn. dated 23rd July, 2014 for the publication of the Kerala Books and Publications Society Employees Contributory Pension and General Provident Fund Regulations, 2014, the Governing Body of the Kerala Books and Publications Society hereby make the following regulations, namely:—

REGULATIONS

1. *Short title and commencement.*—

- (1) These regulations may be called the Kerala Books and Publications Society Employees Contributory Pension and General Provident Fund Regulations, 2014.
- (2) They shall be deemed to have come into force on the 1st day of April, 2011.

2. *Definitions.*—

In these regulations, unless the context otherwise requires,—

- (a) “Board” means Pension and Provident Fund Board constituted as per G.O.(Ms.) No. 66/11/H.Edn. dated 18th May, 2011;
- (b) Chairman:—The Chairman of the Governing Body shall be the Ex-officio head of the Society and shall govern all management affairs of the Society, subject to the control and supervision of the Board. He shall also be Chairman of the Pension and Provident Fund Board;
- (c) “employee” means a person appointed by the society on regular basis;
- (d) “employer” means the Managing Director of the Society or any other person appointed by the Governing Body of the Society and includes, the Manager, Departmental heads and other officers authorized by the Managing Director from time to time for the purpose of these rules;
- (e) “family” means family as defined in the guidelines formulated by the Society as per Annexure ‘A’ forming part of the regulations;
- (f) “Managing Director” means the Managing Director of the Society;
- (g) “Pension Fund” means Kerala Books and Publications Society Employees’ Contributory Pension Fund constituted under these regulations;
- (h) “Pension Officer” means the Controller of Finance and Accounts of the Society;
- (i) “Provident Fund” means the Kerala Books and Publications Society Employees’ General Provident Fund constituted under these regulations;
- (j) .”Salary or Emoluments” means the total amount received by an employee per month as pay and allowances, including dearness allowance/dearness relief;
- (k) “Service” means a regular employment under the rules and regulations of the society;

- (l) “Society” means the Kerala Books and Publications Society registered under the Travancore-Cochin Literary, Scientific and Charitable Societies Registration Act, 1955 (12 of 1955);
- (m) “year” means the financial year.

3. *Applicability.*—

- (a) These regulations shall apply to all employees who are in service of the society on the date of commencement of these regulations.
- (b) Those employees who join the regular service in the society after the commencement of these rules shall automatically be a member of Society’s Employees’ Contributory Pension and General Provident Fund.

4. *Eligibility.*—

- (1) Eligibility for pension of an employee shall be defined in the guidelines formulated by the Society as per annexure ‘A’ forming part of the regulation. While calculating the qualifying service of an employee who is in service at the time of commencement of these regulations, his period of service will be from the date on which he entered in the regular service of the society.
- (2) The age of superannuation of the employees in the society shall be fifty eight years.
- (3) Commutation of pension defined under the guidelines formulated by the Society as per annexure ‘A’ forming part of the regulations in this regard shall be admissible to employees only after the approval of government.
- (4) For the purpose of administering the pension scheme, the relevant provisions in the Kerala Financial Code (KFC), the Kerala Accounts Code (KAC) and Kerala Treasury Code (KTC) shall apply to the extent that they are not repugnant to the context of these regulations.

5. *The authority to sanction pension.*—

Managing Director/Controller of Finance and Accounts of the Society shall be the authority competent to sanction pension/provident fund benefits to an employee under these regulations with the supervision of the pension and Provident Fund Board constituted for the purpose incorporating following members.—

- | | | |
|--|---|----------|
| 1. The Chairman of the Kerala Books and Publications Society | — | Chairman |
| 2. The Managing Director of the Society | — | Member |
| 3. Secretary to Government, General Education Department | — | Member |
| 4. Director of Public Instruction | — | Member |
| 5. Manager, Personnel and Administration, Kerala Books and Publications Society | — | Member . |
| 6. Member in the Governing Body of Kerala Books and Publications Society representing Finance Department, Government of Kerala | — | Member |
| 7. Controller of Finance and Accounts, Kerala Books and Publications Society | — | Member |
| 8. A nominee each from each of the recognized Trade Unions of the Society | — | Member |

6. *Constitution of the Pension Fund.*—

- (1) There shall be constituted a fund called “The Kerala Books and Publications Society Employees Contributory Pension Fund”. The said Fund shall consist of.—
 - (i) all amounts received from the Employees’ Provident Fund Commissioner representing the contributions made by the society to the Employees’ Provident Fund together with interest thereon in respect of employees who elect to come over to the pension scheme;
 - (ii) the contributions payable by the employees and the society;
 - (iii) the income of the fund from deposits, investments and the like;
 - (iv) other sums that may be transferred to the fund with the approval of the Board; .
- (2) The pension fund shall vest in the society and be administered by the Board.

7. *Operations of the Kerala Books and Publications Society Pension Fund.—*

- (i) A fund named 'The Kerala Books and Publications Society Employees' Contributory Pension Fund', shall be opened under the control and supervision of the Board and shall be operated in the Treasury or Bank for the payment of pension under these regulations and also for crediting the contribution specified hereunder and in regulations 8 and 9 below.
- (ii) The Kerala Books and Publications Society Employees' Contributory Pension Fund shall not be used for any other purposes other than the payment of pension benefits contemplated under these regulations.
- (iii) The forms, accounts and registers of the Kerala Books and Publications Society Employees' Contributory Pension Fund shall not be used for any other purposes.
- (iv) The forms, accounts and registers of the Kerala Books and Publications Society Employees' Contributory Pension Fund shall be as prescribed in the guidelines formulated by the Society as per annexure 'A' forming part of the regulations.

8. *Contribution to the Pension Fund.—*

- (1) (a) Employer's share of the contributions made already to the E.P.F. Fund and Pension Fund under the Employees' Provident Fund/Pension Fund, together with interest thereon as on the date of transfer to the Society's Fund.
 - (i) An amount equal to 12% of emoluments (Basic Pay +DA) of all employees who are in service will be paid by the employer towards employer's contribution to the pension scheme to be credited to the Pension Fund created for the purpose.
 - (ii) Employer's annual contribution @ 3% of the profit earned by the society each year under the provisions of Rule 10 (13) (b) of KBPS Rules and Regulations. This amount has to be met by the society from its own fund.
 - (iii) Contributions @ 5% of Basic pay and DA by the employees entering into service on or after 1st April, 2011.

- (b) Pension including Family Pension payable will be under the general provisions of the guidelines formulated by the society as per annexure 'A' forming part of the regulations as amended or modified by the society or the Government from time to time.
 - (c) For those who enter into service on or after 1st April, 2013, the 'National Pension Scheme' as admissible to Government Employees shall be made applicable and contribution will be made to the KBPS Pension Fund.
- (2) The contributions to be credited to the accounts of the pension scheme as well as to the provident fund scheme should initially be credited to two separate savings bank accounts to be opened in scheduled banks/treasury as is followed in the case of other transactions of the society now. The funds credited in the Savings Bank account of the Bank/Treasury over and above the normal annual requirements reasonably expected for payment of pension and provident fund disbursements should be invested in Fixed Deposits/Bonds/Debentures/Securities or Mutual Funds which ensure reasonable returns, after due consideration by the board taking into account the risk attached to the investments.
 - (3) Funds some otherway (includes employer's share, employers annual contribution @ 3% of the profit earned by the Society, employees share) shall be formed, if necessary, to meet the pension liabilities of those who retired or are retiring from service on or after 1st April, 2011 until transfer credit of the accounts from the Employees Provident Fund/Pension Funds.
 - (4) Employees as on 1st April, 2011 or thereafter who have less than ten years of service should make good the pensionable service of ten years by contributing 5% of Basic pay and DA per month for the periods they require to complete ten years of qualifying service counting also the service prior to 1st April, 2011. Those contributions shall be made in lump of instalments not exceeding 12 months. Contributions for periods which require to complete the prescribed service for retiring/invalid period should also be insisted in lump on the basis of Basic pay of the employee is eligible, calculated with annual increments and anticipated increase in Dearness Allowance at the rates not less than 10% annually.

- (5) Employees who opt the scheme will have the facility of final settlement of their claims on retirement/superannuation/resignation/relieving of from Kerala Books and Publications Society to join other institution etc.
 - (6) Those employees who have the minimum qualifying service of 10 years eitherwith Employees Provident Fund contribution or under the new Pension Scheme or with contributions under both Scheme who are on Leave Without Allowance, other than those on Leave Without Allowance for taking private employment should also make their contributions as if they were on duty so as to reckon their such service also as qualifying service for pension.
 - (7) In the case of employees who leave the service/die while in service before completing the qualifying service as per guidelines formulated by the Society as per annexure 'A' forming part of the regulations, his/her contribution credited to the pension fund during his/her service with Society, the actual contribution made by him/her with normal rate of prevailing interest (current rate 8.5%) which will be revised and published from time to time, is to be refunded/paid to him/her/legal heir by the Society at the time of his/her leaving the Service/or on the death of the employee.
9. *Transactions in the Pension Fund.*—(1) Transactions in the Pension Fund should be reviewed once in three years or coinciding with the periodicity of revision of pay scales/pension of the employees so as to have a close watch on the balance available to meet the requirements anticipated for specified periods and also to consider revision of the rate of contributions, if need be.
- (2) Those who have availed of loans/non-refundable advances from the Employees Provident Fund on employer's contribution should refund the same with interest (current rate 8.5%) which will be revised and published from time to time to make them eligible for pension under the new Scheme.
 - (3) The Pension Board shall have the right to decide and regulate the pension entitlement of a pensioner subject to the actual availability of the cash in the pension Fund.
10. *Guidelines for administration etc.*—Detailed provisions for the administration, governance, supervision and accounting of the two schemes would be formulated by the Society in accordance with the provisions of guidelines formulated by the Society as per annexure 'A' forming part of the regulations and General Provident Funds (Kerala) Rules.

11. *Procedure for sanctioning pension.*— (1) The Pension Officer of the Society shall prepare the pension papers one year before the retirement of an employee in accordance with the guidelines formulated by the Society as per annexure 'A' forming part of the regulations and in the specified forms.
- (2) After due processing of the pension proposal, the same shall be forwarded to the Managing Director of the Society for sanction after verifying the correctness of all the records of the pensioner and also of the pension determined.
 - (3) On getting the approval of the Managing Director, the Pension Officer shall issue orders sanctioning pension benefits admissible and prepare pension payment order and such orders shall be placed in the next meeting of the Kerala Books and Publications Society Pension and Provident Fund Board.
 - (4) The Pension Officer shall obtain and keep the life certificate of the pensioners/family pensioners for continuing the payment of pension and shall, before the end of February every year, report to all concerned along with the schedule of pensioners of the forthcoming year before 31st of March. .
 - (5) The payment of monthly pension will be arranged by the Pension Officer. Pension shall be paid through Cheque forwarded to the pensioner by registered post with acknowledgment due or credited to his/her (pensioner) Bank account through National Electronic Funds Transfer/Real Time Gross Settlement mode.
 - (6) All payments relating to Pension/Family Pension including arrears and amount in respect of closure of Provident Fund etc., shall be paid as Cheques payable from the Account maintained in the Treasury / Bank of the society or credited to his/her (pensioner) Bank account through National Electronic Funds Transfer/Real Time Gross Settlement mode.
 - (7) The Pensioner/Family Pensioner shall be identified annually. A pensioner who is unable to appear in person due to bodily illness or infirmity have to receive pension on production of a Life Certificate signed by a responsible officer of the Government or some other well known and trustworthy person as enumerated in the guidelines formulated by the Society as per annexure 'A' forming part of the regulations.

- (8) The pension due to any pensioner can be disbursed through messenger also who presents the pensioner's half of the pension payment order along with (1) a proper receipt and endorsement duly signed by the Pensioner authorizing payment to such messenger and (2) a life certificate in respect of the pensioner signed by any Gazetted employee of the State Government or any of the other persons as mentioned in the rules and regulations.
12. *Disbursement of pension/family pension.*— (1) The Pension Officer shall follow the procedure laid down appropriate to the Kerala Treasury Code and the Kerala Financial Code in the case of payment of pension. The duty of the Pension Officer in this regard shall be analogous to that of a Treasury Officer entrusted with the disbursement of pension benefits in Government service.
- (2) The registers and forms for the time being in force in Government Treasuries shall be used for the disbursement of pension under these regulations.
13. *Constitution of General Provident Fund.*—There shall be constituted a fund called "The Kerala Books and Publications Society General Provident Fund." The said fund shall consist of all applicable amounts at 6 (i), (ii), (iii) & (iv) as incorporated in these regulations.
14. *KBPS General Provident Fund Rules.*—(1) The employees joining the employees Contributory Pension and General Provident Fund Scheme under these regulations shall cease to be members of the Employees' Provident Fund Scheme and they shall be brought under the Society's General Provident Fund Scheme. It shall be established by the contributions made by the employees not less than 6% of their emoluments (Basic pay and DA) monthly and by transfer crediting the accumulated contributions of the employees under the Employees' Provident Fund Scheme together with the interest thereon by the Provident Fund Commissioner to the General Provident Fund with effect from 1st April, 2011.
- (2) The General Provident Fund will be deposited in the Treasury/Bank Account to be opened for the specific purpose of depositing General Provident Fund contribution of employees covered under the pension scheme. The Kerala Government General Provident Fund Rules as amended from time to time shall be applicable to the General Provident Fund of the Society.

- (3) The amount in the Employees' General Provident Fund other than that necessary for meeting current expenses may be invested as fixed deposits in the Treasury/Bank, investments in Debentures, Securities, Bonds of the Government or Government establishments, taking into account the risk attached to the investments, with approval of the Board and the earnings there from shall be credited to the General Provident Fund.
 - (4) In the event of winding up of the institution the Government of Kerala shall arrange for the disbursement of the amount to the beneficiaries.
15. *Audit.*— (1) The Society's Employees' Pension Fund and General Provident Fund shall be audited by the statutory Auditors of the Society and they shall prepare separate audit reports for these funds.
- (2) The transactions relating to the Employees' Pension Fund and General Provident Fund shall be subject to the scrutiny of the Board.
16. *Vesting and administration.*—The Funds shall vest in the Society and be administered by the Board.
17. *Closing of Funds.*—The Government may at any time close the functioning of the Funds constituted under these regulations after making alternate arrangements for granting of pensions/Provident Fund benefits to employees to whom these regulations are applicable and may utilize the balance amount remaining in these funds at that time as it may decide.
18. *Delegation.*—The Board may delegate its powers under these regulations to an employee of the Society to such extent as it deems fit, as per the guidelines formulated by the Society as per annexure 'A' forming part of the regulations.
19. *Finance and Accounts.*— (1) All sums paid into the funds under these regulations shall be accounted for in the books of the Society Accounts called the Employees' Contributory Pension Fund Account and General Provident Fund Account as is applicable.
- (2) Money in the fund not required for current expenditure shall be deposited in the Treasury/Bank in such manner as prescribed in the rules.

- (3) Cheques for withdrawal from the current account or savings bank account and all order for making deposits or investments or withdrawal of the same or the disposal in any manner of the money in the fund shall be approved by the Managing Director. The Board may delegate the powers to Sign cheque for payments to the controller of finance and Accounts of the society.
20. *Powers and functions of the Board.*—(1) The Board constituted as per G.O.(Ms.)No.66/11/H.Edn. dated 18th May, 2011 shall control and supervise Employees Contibutory Pension and Provident Fund Scheme. Addition, deletion, modification or amendment, if any, to these regulations, for the smooth implementation of the pension scheme, shall be issued by the Board with the approval of the Government.
- (2) The Board shall prescribe detailed Rules, registers, forms, applications etc. in accordance with the provisions of guidelines formulated by the Society as per annexure 'A' forming part of the regulations and the General Provident Fund (Kerala) Rules with suitable modifications relevant to the services of the employees concerned and publish them for the information of the employers and the employees, as soon as the schemes become operative.
21. *Interpretation.*—If any doubt or difficulty arises in the interpretation of these regulations, the question shall be referred to Government and the decision of Government thereon shall be final.

Annexure A

KERALA BOOKS AND PUBLICATIONS SOCIETY

HAND BOOK ON PENSIONARY BENEFITS

Guidelines

1. Subsidiary rules are framed consistent with 'Employees Contributory Pension and Provident Fund Regulations 2014'. These Regulations shall come into force from 1-4-2011 and shall apply to all management staff and workmen in Kerala Books and Publications Society service on the date of commencement of these Regulations.
2. Claim to a pension is a right to which an officer is entitled in recognition of the satisfactory discharge of the duties and responsibilities entrusted to him while in service. It is an obligatory monthly payment made from

the day he retires and it is not a reward. Continued payment of Pension and Family Pension depends on future good conduct of the pensioner. No Pension/Family pension will be paid if management staff/workmen resigns or is dismissed or removed from service. If a pensioner is convicted of a serious crime, pension will be withheld.

3. Liability of an employee should be quantified either before or after retirement and intimated to him before retirement if possible or after retirement within a period of 3 years on becoming a pensioner.
4. In the following specific situations, pension will not be admissible.
 - (i) When an employee is appointed for limited time only or for specific duty, on completion of which he is to be discharged.
 - (ii) When a person's whole time is not retained for the society's service, but he is merely paid for work done for the society.
 - (iii) When a person is employed temporarily on monthly wages without specified limit of time or duty.
 - (iv) When an employee holds some other pensionable office he earns no pension in respect of an office of the kind mentioned in (ii) above or in respect of duties paid for by local allowance.
5. The amount of pension is determined by the length of qualifying service and the emoluments drawn by the employee. Qualifying service means the service rendered by an employee which counts as service for the purpose of pension.
6. If the period under suspension is treated as duty/if the officer is fully exonerated/if the suspension held is wholly unjustified/if the period is treated as eligible leave; counts. In other words a period under suspension pending regularization will not qualify for pension. At the same time it will not affect the previous service rendered by the officer.
7. As the amount of pension admissible to an officer has a bearing on the length of service put in by him, certain concessions in its computation are provided for. In general, fractions of an year in the service rendered will be rounded off to the nearest completed year ie., Fractions less than half year will be ignored and half year and above rounded to the next completed year. Eventhough this is the general rule, fraction of less than a half year will be rounded off to the next completed year for the purpose of minimum and maximum service for pension (10 years and 30 years). Employees (management staff and workmen) are entitled to pensionary benefits as follows:

Pension @ 50% of the average pay of 10 months preceeding the date of retirement based on the qualifying service of 30 years.

Formula:
$$\frac{\text{Average pay} \times \text{qualifying service}}{60}$$

60

8. *Provisional Pension*:—When any departmental or judicial proceedings is instituted against a management staff/workman who has retired he shall be paid from the date of his retirement to the date of passing final orders of the proceedings an amount not exceeding the maximum pension admissible. Suspension will count as qualifying service only in cases where on conclusion of the enquiry the officer is fully exonerated or the suspension is held wholly unjustified or the service period is held wholly unjustified as the suspension period is treated as leave with or without allowances.
9. Contributory Family Pension will be admissible in case of death while in service or after retirement. If death occurs after retirement the retired employee must have been in receipt of any compensation/invalid/retiring/superannuation pension or pension granted on compulsory retirement by way of penalty at the time of death. If the retired employee was not in receipt of any kind of pension, no family pension will be admissible. In the case of death while in service no minimum service is prescribed.
10. The rate of Family Pension is based on the pay which was drawing immediately before retirement and not on the pension sanctioned. The amount of Family Pension will be the same irrespective of whether the pension has commuted a portion of his pension or not. The amount of Family Pension admissible will be determined with respect to the pay which was drawing immediately before retirement as at the following rates. The principle will be the same in the case of death while in service or after retirement. The amount of Family Pension has no bearing on the amount of pension sanctioned to the employee on the death of the pensioner in any day during the course of a month. Family Pension shall commute from the first of the succeeding month. But it will be paid in advance at beginning of each month. If death of an officer occur while he is in service, Family Pension will be payable from the day next to the day of death of the officer.
11. In cases where the monthly Family Pension exceeds the service pension sanctioned to the employee, Family Pension shall be limited to the amount of the service pension. An employee or pensioner of Kerala Books and Publications Society may draw a contributory Family Pension in addition to his own pay or pension.

12. *Family for Family Pension*

- (i) Wife in the case of male employee.
- (ii) Husband in the case of female employees.
- (iii) Eldest eligible son/daughter (in the order of seniority) till marriage or till attaining the age of 25 years or till he/she gets employed whichever is earlier.
- (iv) Children suffering from physical/mental disorder or disability.
- (v) Unmarried daughters above 25 years.
- (vi) Son/daughter adopted legally before retirement
- (vii) Parents (in equal shares)
- (viii) Judicially separated wife
- (ix) Judicially separated husband
- (x) Disabled divorced daughters
- (xi) Widowed disabled daughters.

13. *Tips for calculation of pensionary benefits*

- (i) The amount of Pension calculated as per rules is the Basic pension. In addition, Dearness Relief at the rates applicable from time to time will also be admissible. Any fraction (even a paisa) in the amount of Dearness Relief shall be rounded in the next higher rupee. [G.O. (P) No. 120/2007/Fin. dated 20-3-2007].
- (ii) Average Emoluments should not be rounded.
- (iii) Any fraction in the amount of any pensioner claim, (even a paisa) can be rounded to the next higher rupee.
- (iv) Fractions, if any, in the commutable portion of Pension (even 99 paise) should be excluded from the calculation of the Commuted Value.
- (v) For computation of AE, a calendar month is taken as having 30 days, irrespective of the actual number of days in any month, including the month of February. For computing emoluments for split up days of a month, emoluments is to be calculated as proportionate to emoluments of 30 days.
- (vi) The maximum qualifying service for pension is 30 years.

- (vii) If monthly Family Pension exceeds the Service Pension sanctioned to the employee, it shall be limited to the amount of the Service Pension. But it was ordered vide G.O.(P)456/79 (41) Fin. dated 5-5-1979 that if the amount of pension sanctioned to the deceased is less than the amount of normal family pension admissible, then the amount of normal family pension admissible and not the original pension sanctioned to the deceased.
- (viii) In the case of death after retirement, the amount of Family Pension at higher rate shall not exceed the amount of pension sanctioned to the employee on his retirement. If death is while in service, a comparison between Service Pension will be sanctioned to the officer who is no more.
- (ix) Family Pension at higher rate will not be admissible if the employee had put in less than 7 years of continuous service.
- (x) Dearness Relief is admissible to the basic pension. Pension for this purposes shall include the commuted portion of pension also.
- (xi) The minimum qualifying service for Voluntary Retirement is 20 completed years. It is to be noted that the benefit of rounding of qualifying service is not applicable to the minimum requirement of 20 completed years of service.
- (xii) The qualifying service of 29-00-01 rounded to 30 years is applicable to Pension.
- (xiii) In the case of Voluntary Retirement and invalid Pension, service of six months and above only shall be rounded to the next year. At the same time, the officer is eligible for weightage, subject to a maximum of 5 years.
- (xiv) The Higher Rate of Family Pension will be authorized only upto the actual date of attainment of 65 years.
- (xv) In the case of Invalid Pension, the maximum qualifying service including weightage shall not exceed 30 years. This also means that if the employee has a qualifying service of more than 30 years, excluding the weightage, it shall be admitted. On the other hand, the maximum qualifying service including weightage shall not exceed 33 years in the case of Retiring Pension.

(xvi) Compassionate Allowance. The benefit of minimum pension at the rates sanctioned from time to time will be admissible.

(1) <i>Amount of family pension</i>	<i>Percentage</i>	<i>Min</i>	<i>Max.</i>
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w. e. f. 1-7-2009 All Categories	30	4500	17960
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(2) Compassionate Allowance. As the grant of Compassionate Allowance itself is an act of grace, no benefit of rounding of qualifying service is admissible.

(xvii) Ceiling on the commutable portion of pension stands revised from 1/3 to 40% from 1-3-2006. The limit is the same, even after 1-7-2009.

14. *Leave and other periods: Disqualifying for pension*

Leave periods that will not count for normal increments i.e.

Leave Without Allowances not on Medical Certificate.

Periods of unauthorized absences not treated as Dies-non.

Suspension periods not regularized.

Suspension periods regularized as Leave Without Allowance

Provisional service

15. *Rounding of Qualifying Service*

Voluntary Retirement	:	6 months and above
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Invalid Pension	:	6 months and above
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Minimum Pension	:	9 years and a day
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Full Pension	:	29 years and a day
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16. *Ex-gratia pension*

Qualifying Service-years	Rates w.e.f. 1-7-2009
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9	4050
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8	3600
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7	3150
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6	2700
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5	2250
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4	1800
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3	1350
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2	1350
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1	1350
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17. *Application for Pension**List of Enclosures*

- (i) Application for pension in prescribed form in duplicate with details of service duly filled in on the first page thereof.
 - (ii) Invalid Certificates (if the claim is for invalid pension).
 - (iii) Service Book duly completed.
 - (iv) Last Pay Certificate.
 - (v) (a) Two specimen signatures, duly attested or, in the case of persons not literate enough to sign their names, two slips bearing, the left hand thumb and finger impressions duly attested, and
 - (b) Three copies of the passport size photograph of the applicant and wife/husband, as the case may be, (either) jointly or separately (duly attested by the Head of Office).
[G.O.(P)171/77/Fin. dated 3rd June 1977].
 - (vi) Full Address of the employee after retirement.
18. As per 'Employees Contributory Pension and Provident Fund Regulations 2014', the employees joining the Employees Contributory Pension and General Provident Fund Scheme under these Regulations shall cease to be members of the Employees Provident Fund Scheme and they shall be brought under the Society's General Provident Fund Scheme. General Provident Fund Rules issued as per G.O. (P) No. 94/2012 dated 7-2-2012 will be made applicable to management staff and workmen of Kerala Books and Publications Society.
19. If any doubt or difficulty arises in the interpretation of Employees Contributory Pension and Provident Fund Regulations 2014/Handbook of Pensionary Benefits the question shall be referred to Pension Board/ Government and decision thereon shall be final.

Name.....

Designation.....